

Security-Related Information

Security Related Information

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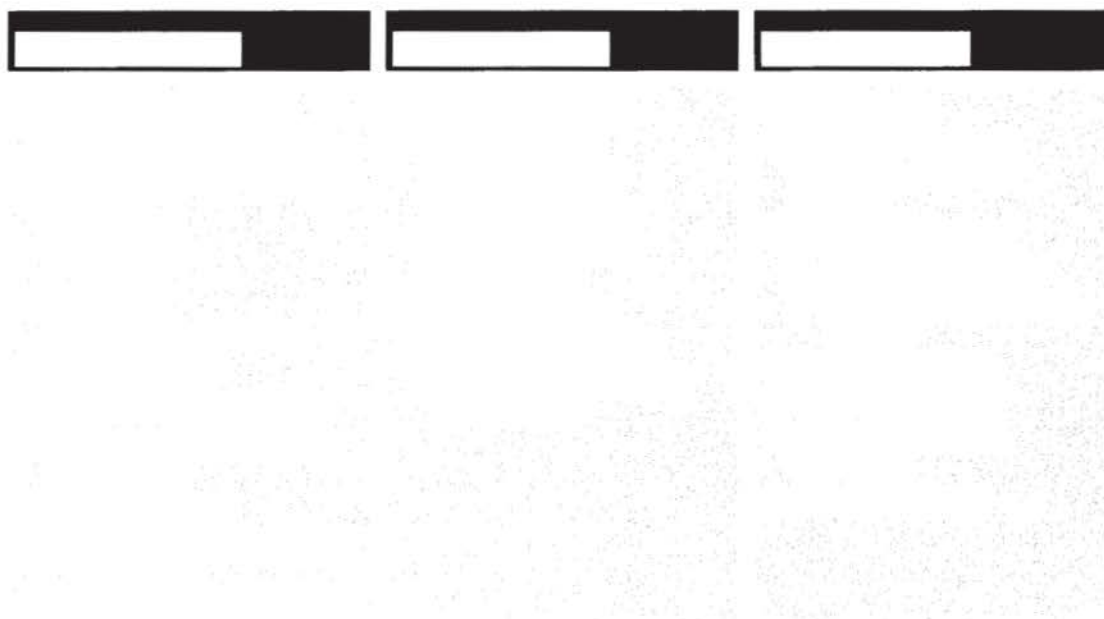
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Neustar Privacy Policy Principles

Version 1.0

Effective Date: September 3, 2013

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Neustar Privacy Principles

Neustar uses data to help businesses serve their customers, deliver personalized content, and prevent fraud without sacrificing personal privacy. These Privacy Principles govern our collection, use, storage, and disclosure of information that identifies or can reasonably be used to identify a specific person. All employees are required to adhere to these Privacy Principles.

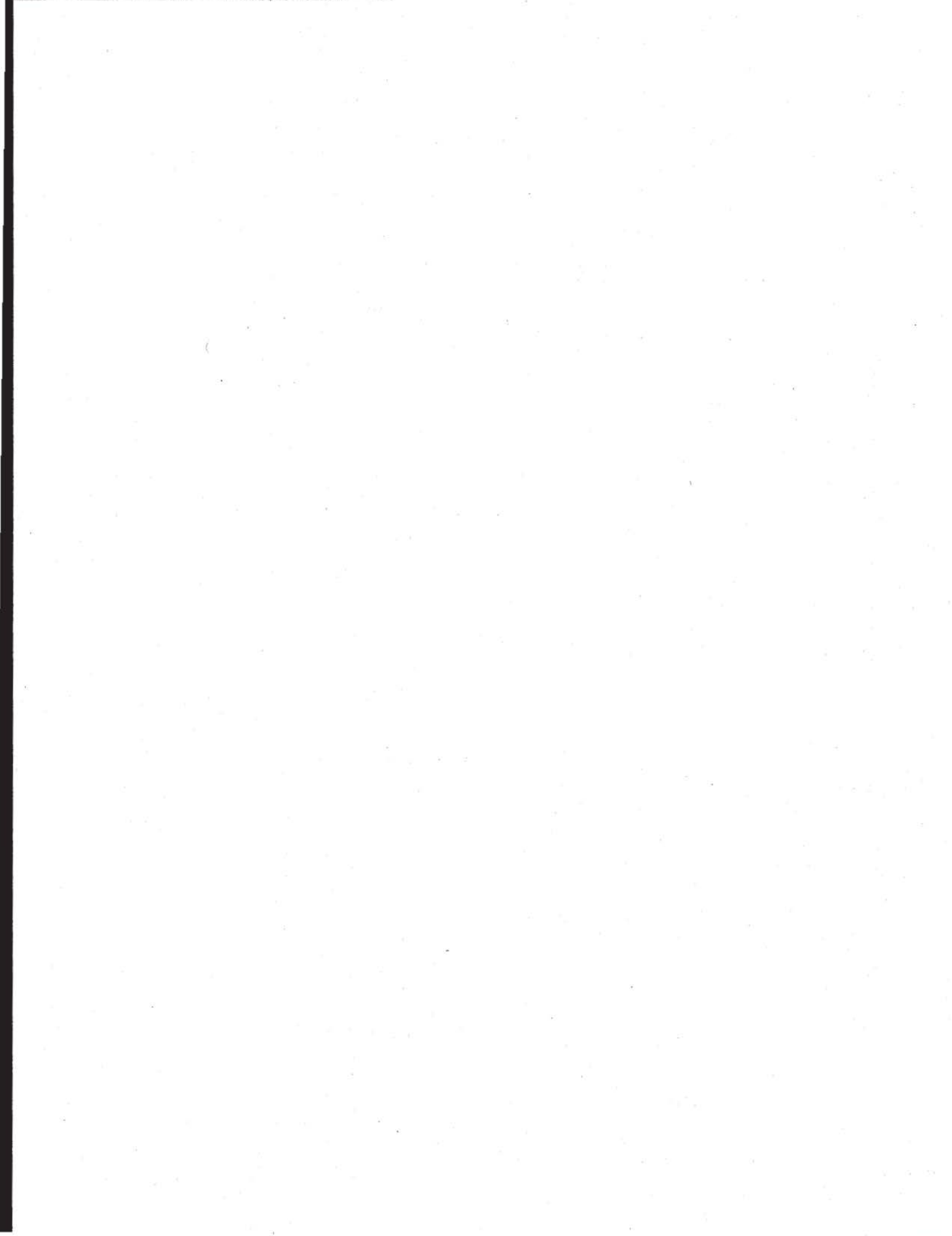
1. We will keep privacy in mind as we design, build, and deliver our products and services.
2. We will “say what we do, and do what we say.” That means we will clearly explain:
 - What kinds of Personal Information we collect;
 - Why we are collecting Personal Information; and
 - How we plan to use Personal Information.

That also means we will use and disclose Personal Information in the manner and for the purposes described.

3. When we interact directly with individuals, we will seek their consent to collect, use, and disclose Personal Information. We will require third-party providers of Personal Information to do so as well.
4. We will only collect Personal Information that is relevant for the purposes we have explained.
5. We will dispose of Personal Information when we no longer need it for the purposes we have explained.
6. We will take reasonable steps to ensure that Personal Information used to make important decisions about individuals is accurate and up-to-date.
7. We will take reasonable steps to safeguard Personal Information.
8. We will educate employees and contractors about their privacy obligations, and monitor their compliance with our privacy policies and privacy laws.

Appendix A: Document Control

neustar®		Doc Title:	Privacy Policy Principles
		Doc Revision:	1.0
Revision Control			
1.0	9/3/2013	CONFIDENTIAL	Initial release
Document Approvals of Current Revision			
1.0	CONFIDENTIAL	CONFIDENTIAL	9/3/2013
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Neustar Records Management Policy

Version 1.0

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Table of Contents

Table of Contents	1
1 Introduction	2
1.1 Purpose.....	2
1.2 Scope.....	2
1.3 Related Documents	2
2 General Records Management Policy	3
2.1 Security-Related Information	3
2.2 The General Retention Rule	3
2.3.1 Record Copies and Informational Copies	4
2.3.2 Media of Retention	4
2.3.3 Office of Record	4
2.3.4 Drafts	4
2.4 Legally Required Suspension of Records Destruction	4
2.5 Procedures for Disposing of Records.....	5
2.5.1 When Preauthorization for Destroying Records Is Required	5
2.6 Transferring Records to Off-Site Storage	5
2.7 E-Mail and Other Electronic Records	5
2.8 Records Obtained Through Corporate Acquisitions	6
3 Implementation Guidelines.....	6
4 Policy Enforcement	6
5 Procedure for Suggesting Modifications to Policy	7
Appendix A: Records Retention Schedule.....	7
Appendix A: Records Retention Schedule—Corporate	9
Appendix A: Records Retention Schedule—Finance and Accounting	10
Appendix A: Records Retention Schedule—General	13
Appendix A: Records Retention Schedule—Human Resources	14
Appendix A: Records Retention Schedule—Information Services	17
Appendix A: Records Retention Schedule—Legal	18
Appendix A: Records Retention Schedule—Marketing	20
Appendix A: Records Retention Schedule—Operations	21
Appendix A: Records Retention Schedule—Product Management and Development	22
Appendix A: Records Retention Schedule—Professional Services Organization.....	24
Appendix A: Records Retention Schedule—Sales	24
Appendix A: Records Retention Schedule—Tax	27

1 Introduction

1.1 Purpose

Information is one of Neustar's most valuable and important assets; and like any asset, it must be managed properly. Toward this end, the company has established the Records Management Policy. The principal objectives of Policy are to:

- Enhance organizational efficiency through a systematic approach to our records management policies.
- Ensure that information of value to the company's business operations is preserved and readily accessible for appropriate periods of time.
- Comply with legal obligations mandating retention of certain records.
- Reduce operational costs by expediting the process of locating records and eliminating the retention and storage of unneeded records.
- Ensure that information of no continuing value to the company is periodically superseded or destroyed, and that all records destruction occurs in full accordance with approved policies and procedures.
- Preserve archival information of historical significance to the company.

1.2 Scope

This Policy applies to any and all records generated or received in connection with the business of Neustar, Inc. (Neustar), all subsidiaries, and affiliates, including records pertaining to both the domestic and international operations of those entities and their personnel.

For purposes of this policy, the term "record" is broadly defined to include any document, book, pamphlet, map, photograph, audio or video recording, information contained on computer disks, databases, or electronic-file systems, e-mail, electronic images or other informational material, regardless of physical or electronic form, whether a duplicate or original, that is created, maintained, stored, or received as part of the business of Neustar.

Any document, electronic file, recorded communication, or other informational material generated or received in connection with Neustar's business operations is a record of Neustar; and hence, is subject to this Policy. This is true regardless of the content of such materials or their location. Consequently, this Policy applies to any "private" or "personal" documents, calendars, appointment books, files, and e-mail maintained by employees, agents, consultants, or contractors that pertain in any respect to the company's business. This includes any such materials that may be kept or stored in an employee's private working files, at an employee's home, on personally-owned computers, etc.

1.3 Related Documents

This Policy should be read and understood within the larger context of the following documents and policies.

- Neustar Information Security Policies and Procedures.
- Neustar Electronic Mail Policy
- Neustar Employee Handbook

2 General Records Management Policy

2.1 Security-Related Information

2.2 The General Retention Rule

The Records Retention Schedule will not address many types of records created or received in the course of Neustar's operations. Records not identified on the Records Retention Schedule are subject to the General Retention Rule. The General Retention Rule provides that any record not otherwise subject to a specified retention period may be disposed of at any time that the record holder determines that such record is no longer needed for business purposes, but shall in no event be retained after the period of need for a period of more than two years. This two-year maximum retention period runs from the date the record originally was created, or (if later) the date on which it was received by Neustar.

This rule establishes the maximum retention period for records not identified on the Records Retention Schedule. There is no minimum retention period applicable to such records. Employees are permitted to discard or destroy such records at any time, subject to individual discretion. If an employee believes that there are valid business reasons why records subject to the General Retention Rule need to be retained for longer than two years, he or she should contact the legal department, which has authority to extend the General Retention Rule in appropriate cases (e.g., to permit retention of records until the completion of a multi-year project).

2.3.1 Record Copies and Informational Copies

Records may exist in either of two forms—record copies and informational copies—both of which fall within the scope of the Policy. The term "record copy" refers to the original record itself, or otherwise to the copy that is preserved for official legal or business purposes. The term "informational copy" refers to all other duplicates of a record.

Unless otherwise specified, the Records Retention Schedule pertains only to record copies, not informational copies. Hence, even when a special retention period is specified by the Records Retention Schedule, in most situations informational copies of such records will be subject to the General Retention Rule and thus should not be retained for longer than two years. In a limited number of situations, the Records Retention Schedule specifically provides that informational copies may be retained beyond two years to the extent necessary to meet the operational requirements of a given business unit or department.

2.3.2 Media of Retention

Business records may be created and received in the form of paper, electronic files, audio or video recordings, or other media. Records typically will be retained in the same form in which they are created or received in the ordinary course of business. For example, records that are normally created and maintained in electronic form generally will be stored, for retention purposes, in electronic form as well. In certain limited instances, records will need to be retained in more than one form (e.g., both paper and electronic).

2.3.3 Office of Record

The Records Retention Schedule designates an "Office of Record" for each record type. The designated Office of Record (e.g., Legal, Sales) is the office or department that shall be primarily responsible for ensuring that the official versions of such records—that is, the record copies—are retained in accordance with this Policy.

2.3.4 Drafts

Unless otherwise specified, the retention periods identified in the Records Retention Schedule apply only to final versions of records, not to drafts. Even if a given record type is identified on the Records Retention Schedule and thus is subject to a special retention period, drafts of such records typically will be subject to the General Retention Rule requiring disposal within two years. Any exceptions will be expressly noted in the Records Retention Schedule.

2.4 Legally Required Suspension of Records Destruction

This Policy may be suspended in whole or part at any time if circumstances arise – such as litigation, government investigations, or audits – which legally require the retention of records that might otherwise properly be subject to disposal. In the event that suspension of the Policy is required, the Legal Department will immediately notify relevant employees concerning the nature and scope of the suspension. Once a suspension of the Policy has been initiated, any affected records management practices shall not be reinstated without express authorization from the Legal Department.

Any employee that becomes aware of actual or potential litigation or other circumstances that could warrant suspension of this Policy should immediately contact the Legal Department.

2.5 Procedures for Disposing of Records

Care must be taken when discarding or destroying certain types of corporate records, particularly materials that are highly confidential or proprietary in nature. Likewise, there may be questions concerning proper methods for destroying electronically stored records. Please forward any questions of this nature to corporate_records@neustar.biz.

2.5.1 When Preauthorization for Destroying Records Is Required

Under the terms of this Policy, employees are free to dispose of most types of records without prior authorization – this includes all records covered by the General Retention Rule. When, however, the Records Retention Schedule indicates for a given category of records that "Notice of Destruction" is required, this means that such records cannot be destroyed without first obtaining preauthorization. To request such authorization, simply send a completed Notice of Destruction form to the Legal Department. The Legal Department will promptly respond to all such requests. Assuming that destruction of the records is authorized, a copy of the completed Notice of Destruction form indicating that: 1.) the destruction of the records was authorized and 2.) the destruction actually occurred; will be permanently retained by the Legal Department.

2.6 Transferring Records to Off-Site Storage

Records may be maintained either in on-site or off-site storage at the discretion of the Office of Record. The business needs of the Office of Record will determine the best storage method for records. Due, however, to the cost of off-site storage, such storage should be used only for record copies that remain subject to retention pursuant to the terms of this Policy. Informational copies should not be sent to off-site storage absent a compelling business need. Off-site storage may not be used to extend the retention of records that are properly subject to destruction.

2.7 E-Mail and Other Electronic Records

This Policy applies with equal force to all electronic records wherever they reside. This includes electronic records in any application (including e-mail and instant messaging systems) regardless of whether they are stored on network servers, personal computers connected to the Neustar network, personal computers not connected to the Neustar network, home computers, computer disks, or other electronic devices or storage media.

To the extent that electronic records are subject to ongoing retention under this Policy, such records must be retrievable and readable for the duration of the applicable retention period. Compliance with this Policy requires that all personnel delete electronic records (including e-mail) once the retention period applicable to such records has expired.

As a general matter, e-mail and instant messaging systems are not designed, nor should they be used, to serve as document retention tools. To the extent that any e-mail or instant message would constitute a corporate record subject to mandatory retention, it should be reduced to a more suitable storage format (i.e. printed, reduced